

Permit Rules and Requirements

General Information:

If you would like to have any activity in a park in Battery Park City with 20 or more people, and/or would like to reserve a specific area within a park, you need to secure a Permit from the Battery Park City Authority ("BPCA"). Applications for Permits can be found and submitted online at www.bpca.ny.gov. Standard permits require at least a minimum of 15 to 20 business days to be processed and will be processed on a "first come first serve" basis. Special Events require at least 60-90 business days to be processed on a first come first serve basis. *No permit, fee or liability insurance is required for birthday parties and picnics for groups of less than 20.* See General Liability Insurance Requirements.

Construction: A permit is also required for any outdoor construction work and parking of vehicle that is performed in BPC. Applicants must submit a permit application online at www.bpca.ny.gov. Application must be submitted at least 10 days in advance with a full description of what the work entails. There's a processing fee of \$175.00. Applicants may request a waiver of the processing fee if they require this type of permit to perform work in accordance with a valid contract with BPCA. If so, please list the contract number on the application. A site visit may be required with BPCA, prior to the commencement of work. All proposed work in Battery Park City must comply with all applicable rules and regulations of all City and State agencies having authority, including, but not limited to, the NYC Building Code, NYC Fire Code and NYC Zoning Resolution and modifications thereof Approvals from said agencies must be obtained prior to the commencement of work. Once obtained, copies of such permits (DOB, DOT, etc.) and design layout/drawings shall be provided to BPCA for processing of the BPCA work permit. Failure to comply with the above may result in the delay of the permit process. License plate number(s) of vehicles entering upon BPCA property is required, and a certificate of liability insurance is required and is determined on case by case basis.

Payments: All payment are accepted by credit cards (Visa and Master Cards only), cashier's check, wire transfer or money order. Payments and deposits for events should be made payable to and submitted to BPCA, Attn: Permit office, 200 Liberty Street, 24th Floor, New York, NY 10281. No cash is accepted. No refunds will be made by Battery Park City Authority to any individual, business or other organization once a permit has been executed and issued. The only exception to this is consideration in cases of severe, inclement weather. No permit, fee, table reservation or certificate of liability insurance is required for birthdays/picnics for groups of less than 20. BPCA encourages all vendors wishing to conduct events in Battery Park City to consider locally sourcing food, drinks, supplies, etc. For your convenience, click <https://bpca.ny.gov/wp-content/uploads/2019/12/BPC-Local-Vendor-Listing-December-2019.pdf> for a listing of BPC vendors.

General Liability Insurance Requirements: All events require each applicant to provide a Certificate of Insurance (COI) for use of the parks. At a minimum, coverage would include Commercial General Liability Insurance at a limit of not less than \$1 million per occurrence and Worker's Compensation coverage as required by statute. The Commercial General Liability coverage must name BPCA, BPCPC, the City and the State of New York as additional insureds on a primary and non-contributory basis. Both the Commercial General Liability and Worker's Compensation must include a waiver of subrogation in favor of BPCA, BPCPC, the City and the State of New York. The "holder" on the certificate of insurance must be BPCA. Coverage(s) is based on a case by case basis and will be determined by BPCA. All vendors providing a service to and an event or other may be required to provide required insurance.

Additional Requirements for Certain Types of Permits

Summer Camps, Field Days & Sporting Events: All summer camps, field days & sporting events are held at the Battery Park City Ball Fields. All interested applicants should submit an online application at www.bpca.ny.gov. Any questions about securing a permit or paying the permit fee should be addressed to Freddy Belliard at ballfields@bpca.ny.gov. No food is allowed at the ball fields. Groups and organizations may proceed to the nearby Nelson A. Rockefeller Park to have lunch. An additional permit may be required for lunch in Rockefeller Park. For information regarding insurance requirements and details, see General Liability Insurance Requirements.

Playground Use: People ages 12 and older may enter playgrounds **only** when accompanying a child. No filming, photo shoots, videos or photography is allowed in the playground at any time, unless otherwise noted on the permit issued. Events in the children's playgrounds are strictly prohibited.

Walkathons & Runs (7:00a.m - 1:00pm ONLY): The maximum time allowed for any such event is six (6) hours, including set-up, dismantling and clean-up. Permittee is allowed the use of a temporary stage no higher than 4 feet and 32 square feet in total area. An event may include up to four (4) tents (10x10), supported by sand bags on **hard surfaces only**. Tables will be allowed in proportion to the group's size with a maximum of eight (8-10). Banners may only be suspended between two weighed posts or poles that do not penetrate soil or hard surfaces. A portable microphone is allowed. Amplified sound is not allowed, however a small PA system with a small generator, is allowed. **No sound is allowed prior to 9:00am.** All sound must be kept to a minimum. If you are unable to provide your own power, BPCA may provide power at an additional cost. No tying, draping or supporting cables, ropes, props or equipment tied to trees or shrubs, fences, railings, posting direction signs of any kind, Tying or affixing anything to any architectural features or statues, sculptures or placing portosans in the park, unless otherwise noted in the permit. Event organizer(s) must provide their own recycling & trash bags and are responsible for cleaning up, restoring the site to its prior condition and removing refuse during and after the event, including boxes. It is the responsibility of the permittee to assure that all rental equipment is removed from Premises before leaving. No vehicle(s) are allowed to park on the Premises, only on New York City streets. Please contact the New York City permit office for a parking permit, if you wish to park on the street near the event. Additional fees applies for set-up according to the number of participants. Permit fees can be found at <http://bpca.ny.gov/wp-content/uploads/2017/12/Park-Permit-Fees-2018.pdf>. See General Liability Insurance Requirements.

Special Events: If you wish to hold a special event in Battery Park City, click on the following link for our event guide for more details. <https://permits.bpca.ny.gov/permitapplication.aspx>
<https://bpca.ny.gov/wp-content/uploads/2019/01/FINAL-BPCA-PERMIT-GUIDE-FINAL-2019.pdf>.

Birthday/Picnics (4.5 hours including set-up, dismantling or break down): All foods must be pre-prepared, no glass dishes or glass containers. No BBQ grills and/or use of sternos, alcohol, decoration, kites signage, balloons, piñatas or use of any items that would cause cleaning up of trash, leaving of food/trash on lawns or pavement are allowed. No soccer, throwing of hard ball (s) or skateboards allowed in the park. If food is being delivered, all boxes must be discarded by Permittee. Tables and chairs are permitted on hard surfaces **only**, not on lawns or soil. The use of any objects that would penetrate the lawn or pavement is prohibited. No portion of the park or lawns will be closed off to the public during their event. Permittee agrees to respect public's right to access all areas of park during event. Permittee agrees not to use or come into contact with any art pieces in the parks. Permittee will restore site to its original state. Permittee must provide trash & recycling bags and clean up during and after event using trash cans provided in the area. Additional fees may apply for larger events. *No permit, fee or liability insurance is required for birthday parties and picnics for groups of less than 20.* See General Liability Insurance

Requirements.

Corporate Picnics (6.0) hours including set-up, dismantling or break down): All foods must be pre-prepared, no glass dishes or glass containers. No BBQ grills and/or use of sternos, alcohol, decoration, kites signage, balloons, piñatas or use of any items that would cause cleaning up of trash, leaving of food/trash on lawns or pavement are allowed. No soccer, throwing of hard ball (s) or skateboards allowed in the park. If food is being delivered, all boxes must be discarded by Permittee. Permittee will provide their own trash and recycling bags, and clean up during and after event, using trash cans provided in the area. Tables and chairs can **only** be placed on hard surfaces, not on lawns or soil, unless otherwise approved by BPCA. Permittee agrees no portion of the park or lawns will be closed off to the public during their event. Permittee agrees to respect public's right to access all areas of park during event. Permittee agrees not to use or come into contact with any art pieces in the parks. Permittee will restore site to its original state. Additional fees may apply for larger events with larger setups. See General Liability Insurance Requirements.

NYC Public School (4.5 hours including set up, dismantling or break down): All schools must submit an indemnification letter with its permit application. This letter can be obtained from the NYC Department of Education ("DOE"), and must indemnify BPCA, BPCPC, and the City and State of New York from any injury caused due to negligence. This letter is usually requested by the school's principal and/or coordinator and should include the name of the school, contact person, event date, and name of park/location of the event in Battery Park City requesting. You may contact Department of Education (DOE) at rlopez6@schools.nyc.gov. BPCA requires that students be accompanied by the following ratio of staff to students: one adult for every 10 children. Event applicants/organizers must provide their own trash & recycling and trash bags and clean up after event using trash cans provided in the area. Events in BPC parks are FREE for NYC Public Schools.

Private Schools & Non-Profit Organizations (4.5 hours including set-up, dismantling or break down): Private schools and non-profit organizations must provide a certificate of liability insurance in the amount of not less than \$1,000,000 per event with their permit application (see "General Requirements" above). Non-Profit organizations must provide a copy of the organization's IRS determination letter and a copy of their 501(c) (3) tax-exempt form. Event organizers must provide their own trash & recycling and trash bags and clean up after event using trash cans provided in the area. Events are FREE for Private Schools. Fees may be waived in part or whole for Non-profit Organizations depending on the volume of the event, at the discretion of BPCA. See General Liability Insurance Requirements.

Wedding Ceremony / Wedding Photography Permits (4 hours): No decorations, signage or receptions are allowed. No alcohol, food snacks or beverages. No structures are permitted, including but not limited to tents, altars, kneelers, tables. A podium is allowed. No chairs unless stated on the permit. Chuppahs are allowed. A small PA System is allowed. No amplified sound, candles, balloons, bows rice, birdseed, planters, confetti, tents, ribbons, similar litter, or the use of any items that would cause additional clean-up of trash, is allowed. No objects penetrating the lawn or hard surfaces is allowed and no affixing objects to the Premises. A photo showing the desired location (s) is required with the application. Event organizer and photographer must provide a certificate of liability insurance and a listing of camera equipment, including tripods, etc. Additional fee may apply for larger weddings with a larger setup. See General Liability Insurance Requirements.

Commercial Film, Television, Video, Still Shoots & Photography: 1) Applications are due at least three weeks in advance to allow for proper coordination. However, we will work with location managers in case of time sensitive circumstances. Applications should state the location of the shoot with photos attached, the name of the park in Battery Park City with a description of film, video or still shoot and/or photography, and related information, including but not limited to, schedules and number

of participants, extras, a list of ALL equipment, including tripod(s), techno crane(s) if any, video village, tents, tables, chairs, sofa, vehicles if part of scene, etc. 2) If approved, a scheduled site walkthrough will be conducted to discuss logistics. 3) A deposit in the amount of \$10,000 is required. No tying, draping or supporting cables, ropes, props or equipment to trees or shrubs, fences, railings, posting direction signs for filming locations of any kind, use of amplified sound/live sound, music video productions without pre-approved sound check for volume, tying or attaching anything to any architectural features, statues, sculptures, fountains or placing portosans in the Park. All areas must be restored to its original state. All applicants must provide a production schedule. Applicants are responsible for picking up trash, including all boxes and containers, if applicable. The BPCA must be notified of any third party on-site hired for clean-up ahead of the event. See General Liability Insurance Requirements.

Drones: Under Section 9003.10. Aviation no person shall voluntarily bring, land or cause to alight within or upon any park, any airplane, balloon, parachute, hang glider, or other aerial device, except that certain areas may be designated appropriate landing places for medical evacuation helicopters. For the purposes of this section, voluntarily shall mean anything other than a forced landing caused by mechanical or structural failure of the aircraft or other aerial device. Events are handled on a case by case basis. See General Liability Insurance Requirements. Additional insurance may be required.

Students Shoots/Filming (4 hours): All students applying for this permit must submit a letter on official letterhead from their school professor explaining the assignment, a student's photo ID of the student and a photo ID of the professor assigned to oversee the project. Applicant and/or event organizer must provide trash & recycling bags and clean up during and after event, using trash cans provided on the Premises. Permittees are responsible for the removal of any refuse, including boxes. A copy of the school's certificate of liability insurance is required. See General Liability Insurance Requirements.

Volleyball Permits (90 minutes per game): Liability Insurance is required for all permitted volleyball games at the Esplanade Plaza volleyball court regardless of the number of participants. Applicant/event organizers must clean up after event using trash cans provided in the area. See General Liability Insurance Requirements.

Not-for-profit Events: - Fees may be waived in part or whole for commemorative or ceremonial events for non-profit organizations. However, if an event proposes activities that involve extra maintenance or security costs, BPCA reserves the right to require a fee to recoup those costs. Non-Profit organizations must provide a current copy of the organization's IRS determination letter and a copy of their 501(c) (3) tax-exempt form to be considered. See General Liability Insurance Requirements.